



CALWORKS EMPLOYMENT SERVICES HANDBOOK

San Diego County
Health and Human Services Agency
CalWORKs
Welfare-toWork

WELCOME TO WELFARE-TO-WORK – “WtoW”

OUR GOAL is to help you get a job, just like we have done for thousands of others just like you.

We are here to help you prepare for work and find a job that will help you become self-supporting and help your family to enjoy a better way of life. Our WtoW program was designed with you in mind. It's not just another government program. WtoW is much more. Please read this entire handbook. It will give you information about the program, what we expect of you, what you can expect from us, what the program requirements are and what happens if you can't or don't participate.

“WtoW” can help you improve your chances of getting a job with private industries, businesses, or public employers in your area. We want you to find a job that you can succeed in and that has opportunities for you to promote and get raises.

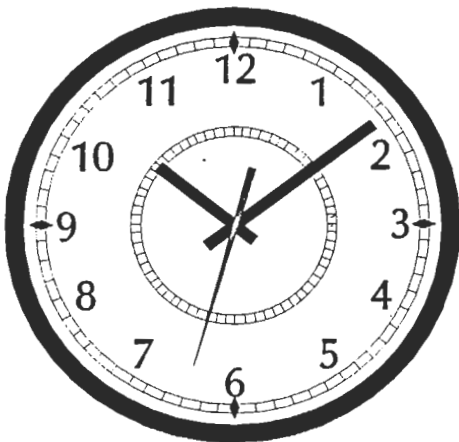
***“GET A JOB, ANY JOB, GET A BETTER JOB”
THIS IS SAN DIEGO COUNTY'S WELFARE REFORM MESSAGE***

Why is it important for you to participate in WtoW?

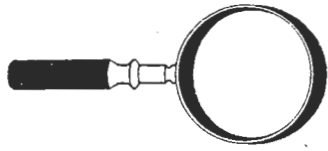
- Because the law now limits the amount of time you can receive cash aid, and
- While you are receiving cash aid, **you must be either working or taking part in WtoW activities for 32 or 35 hours per week, every week.**
- Most importantly, we can help you get a job that will bring more income to your family.

WHAT ARE TIME LIMITS?

You have a **LIFETIME LIMIT OF 60 MONTHS** for cash assistance whether or not you are working. So, don't delay – take advantage of WtoW – start today!



**Your Cash Assistance Clock has
already started Ticking**



WtoW PARTICIPATION REQUIREMENTS

WHO MUST PARTICIPATE?

If you are a California Work Opportunity and Responsibility to Kids (CalWORKs) recipient, and you are not exempt, you must take part in WtoW.

- If you are a single parent, you have to participate in work activities for **32 hours per week**. If there are two parents in your home, at least one parent has to participate for **35 hours per week**.
- If you get a job and are not working 32 or 35 hours per week, you are required to participate in another WtoW activity besides your job to make sure you are participating the required hours.
- A volunteer is someone who does not have to participate in WtoW at this time, but wants to get a job and become self-sufficient. We can provide help to volunteers as well.

WHO DOESN'T HAVE TO PARTICIPATE?

You do not have to participate in WtoW if you are exempt because you:

- Are **under 16** years old and not a custodial parent
- Are **60 years** old or older
- Have a physical or mental **disability** that:
 - ⇒ Is expected to last at least 30 days
 - ⇒ Keeps you from working or participating in a WtoW activity; and
 - ⇒ You are either getting or trying to get the **medical help** you need and you provide written verification from a medical doctor or you are **pregnant and** a medical doctor provides written verification that you **cannot work** or participate in WtoW activities
- Are **caring for a child** who is a dependent or ward of the court, or a child at risk of placement in foster care and the **county decides** that you **cannot work** or participate in a WtoW activity on a regular basis.
- Are **caring for someone in your home** who is unable to care for himself or herself and you provide written verification from a medical **doctor that states you cannot work** or participate in a WtoW activity on a regular basis.
- Are the parent or other relative caretaker of a **child 12 weeks of age or younger**, and are personally **providing care** for the child.
- Have a learning disability that prevents you from working and the county determines through a **learning disabilities assessment** and evaluation that you cannot work at all.
- Are a **teen parent under 19 years** old and have not graduated from high school or obtained a GED, you need to inform the staff at the WtoW office or your CalWORKs eligibility worker immediately for a referral to the Cal Learn program. Cal Learn is a special program for pregnant and parenting teens.



WHAT HAPPENS IF YOU DO NOT PARTICIPATE

If for any reason, you do not do what your WtoW plan requires and you are a mandatory participant, the following steps will be taken:

- ① We will ask you to explain why you did not meet WtoW requirements. You will get a letter in the mail from us, asking why you haven't followed through on your Plan. The county will decide if you had a **good reason**. (See previous page for a list of good reasons.)
- ① If you have a **good reason**, your WtoW Employment Case Manager will try to help you meet WtoW requirements.
- ① If you **do not have** a good reason, you will be given the opportunity to sign and agree to a plan to do what WtoW requires.

IF YOU DON'T AGREE TO A NEW PLAN OR WE ARE UNABLE TO CONTACT YOU ABOUT WHY YOU AREN'T PARTICIPATING, THE FOLLOWING STEP WILL BE TAKEN:

① **Your family's cash aid will be lowered**

- This is because you have failed or refused to meet WtoW requirements without a good reason; and
- You haven't worked with us to resolve the problem by signing and completing a plan to do what you are required.

**THIS IS CALLED A FINANCIAL
SANCTION**

① **If your family is a two-parent family getting cash aid, there are special rules for financial sanctions:**

- When a parent who must participate in WtoW, does not participate and causes a financial sanction, both parents will lose their cash aid.
- But the parent who did not cause the sanction can keep his or her cash aid if he or she takes part in WtoW, or if he/she is exempt, or has good cause for not participating.

FINANCIAL SANCTIONS – HOW LONG DO THEY LAST?

- ③ The **first time** you are sanctioned, your family's aid will be lowered until you do what your WtoW plan requires.
- ③ The **second time**, your family's cash aid will be lowered for at least three months. After three months, the sanction will stop when you do what your WtoW plan requires.
- ③ The **third or additional time**, your family's aid will be lowered for at least six months. After six months the sanction will stop when you do what your WtoW plan requires.

If you do not agree with the County's decisions regarding your WtoW requirements, you have the right to a State Hearing. Information about how to request a State Hearing is on the back of every Notice of Action that we send you.

NOW is the time to plan for your future. If you wait, you may not be able to receive valuable WtoW assistance while you look for a job.



NOTES

My Employment Case Manager is: _____

Phone number is: _____